July or 365 Event Grants
(Maximum Grant: \$5,000)
July Grants - \$40,000
365 Grants - \$24,000

2014-2015 Application and Guidelines

Due Monday, January 6, 2014 4 p.m.

### Signature Page: 2014-2015 July or 365 Event Grants

This page must be signed by the grant contact person and by a principal officer of the organization with knowledge of the information in this application. The undersigned do hereby certify that the information contained in this application is accurate and represents a reasonable estimate of future operations.

Signature of Applicant			
Title	Organization		
Typed Name		Date	
Signature of Principal Officer or Fiscal Agent (if applicable)			
Title	Organization		
Typed Name		Date	

## **Checklist for Packet:**

Workshop attendance form (1)
Signed original signature page 2 (1)
Affirmation of Non-Profit Organization pages 4-5 (1)
Application - pages 11-15 (10)
Narrative - 3 pages maximum (10)
Resumes (10)
Cue sheet (10)
Evaluation form & results (10)
Supporting material (1)
<ul> <li>Most recent copy of the fiscal budget portion of 990 (1)</li> </ul>
<ul> <li>Most recent audit, financial review or statement (1)</li> </ul>
<ul> <li>Most recent IRS letter of determination of non-profit status (1)</li> </ul>
<ul> <li>Current list of Board of Directors, faculty or advisory committee for public institutions</li> </ul>
(4)

- organization in the past year (1)

  o Letters from collaborating partners (1)
- Catimate of facility rantal costs (1)
- Estimate of facility rental costs (1)
- o Past 3 years of funding information from City of Reno (grants, sponsorships, NAB, etc)

o Samples of publications, PR materials, programs or other material used by your

- Documentation of present work and/or project (1)
  - <u>Performing arts</u> DVD/CD 3 minutes or less that is a representation of your work. Include the date of the performance. Must be PC compatible.
  - <u>Literary arts</u> 3 examples of your publications
  - <u>Visual arts</u> 6 slides or digital images on power point with clearly labeled images for each artist or 2 each for group shows; please date them.
  - Folk arts/multi-disciplinary most recent slides, digital images or power point, DVD/CD, publications or other materials what show your work and help the panel understand your activity, including the date of the example. Must be PC compatible.
  - <u>Design</u> design plans, renderings or other material indicative of your project, letters of partnership and resumes form key designers, architects or other personnel.

#### DO NOT INCLUDE ANY PAGES OTHER THAN THOSE LISTED ABOVE

**NOTE:** Failure to provide any of the listed materials may result in complete disqualification. Application must be typed; no handwritten applications will be accepted.

# AFFIRMATION OF NONPROFIT ORGANIZATION (NRS 268.028 and 372.3261)

donation authorized by Section 268.028 of the Nevada Revised Statutes (NRS). That statute provides that a grant or donation may only be made to a "nonprofit organization created for religious, charitable or educational purposes" as defined in NRS 372.3261, which provides:

# NRS 372.3261 Requirements for organization created for religious, charitable or educational purposes.

- 1. For the purposes of NRS 372.326, an organization is created for religious, charitable or educational purposes if it complies with the provisions of this section.
  - 2. An organization is created for religious purposes if:
  - (a) It complies with the requirements set forth in subsection 5; and
- (b) The sole or primary purpose of the organization is the operation of a church, synagogue or other place of religious worship at which nonprofit religious services and activities are regularly conducted. Such an organization includes, without limitation, an integrated auxiliary or affiliate of the organization, men's, women's or youth groups established by the organization, a school or mission society operated by the organization, an organization of local units of a church and a convention or association of churches.
  - 3. An organization is created for charitable purposes if:
  - (a) It complies with the requirements set forth in subsection 5;
  - (b) The sole or primary purpose of the organization is to:
- (1) Advance a public purpose, donate or render gratuitously or at a reduced rate a substantial portion of its services to the persons who are the subjects of its charitable services, and benefit a substantial and indefinite class of persons who are the legitimate subjects of charity;
- (2) Provide services that are otherwise required to be provided by a local government, this State or the Federal Government; or
- (3) Operate a hospital or medical facility licensed pursuant to chapter 449 or 450 of NRS; and
  - (c) The organization is operating in this State.
  - 4. An organization is created for educational purposes if:
  - (a) It complies with the requirements set forth in subsection 5; and
  - (b) The sole or primary purpose of the organization is to:
    - (1) Provide athletic, cultural or social activities for children;
- (2) Provide displays or performances of the visual or performing arts to members of the general public;
- (3) Provide instruction and disseminate information on subjects beneficial to the community;
- (4) Operate a school, college or university located in this State that conducts regular classes and provides courses of study required for accreditation or licensing by the State Board of Education or the Commission on Postsecondary Education, or for membership in the Northwest Association of Schools and of Colleges and Universities;
- (5) Serve as a local or state apprenticeship committee to advance programs of apprenticeship in this State; or

- (6) Sponsor programs of apprenticeship in this State through a trust created pursuant to 29 U.S.C. § 186.
- 5. In addition to the requirements set forth in subsection 2, 3 or 4, an organization is created for religious, charitable or educational purposes if:
- (a) No part of the net earnings of any such organization inures to the benefit of a private shareholder, individual or entity;
  - (b) The business of the organization is not conducted for profit;
- (c) No substantial part of the business of the organization is devoted to the advocacy of any political principle or the defeat or passage of any state or federal legislation;
- (d) The organization does not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; and
- (e) Any property sold to the organization for which an exemption is claimed is used by the organization in this State in furtherance of the religious, charitable or educational purposes of the organization.

#### **AFFIRMATION**

The undersigned does hereby affirm that he or she is authorized to make this affirmation, that he or she is sufficiently familiar with Applicant to make this affirmation, that he or she intends that the City of Reno will rely upon this affirmation, that he or she has read this entire affirmation, and knows and affirms that Applicant is a "nonprofit organization created for religious, charitable or educational purposes" as defined in NRS 372.3261.

Date:		
	(Signature)	
	(Print Name)	
	(Print Title/Principle's Name)	

### 2014-2015 July or 365 Event Grants

#### **SUMMARY:**

Thank you for your interest in the 2014-2015 Arts and Culture Commission July and 365 Event Grants Program. PLEASE READ THE PACKET CAREFULLY! The following information summarizes the program and the requirements for this year's grant cycle.

#### **ELIGIBILITY AND CRITERIA:**

- ♦ Non-profit organizations or public institutions under chapter 501(c) 3 of the Internal Revenue Code presenting cultural events in the DOWNTOWN RENO RIVER CORRIDOR AREA, THE TRUCKEE RIVER ARTS AND CULTURE DISTRICT, OR THE UNR ARTS AND CULTURE DISTRICT (see the Reno Arts & Culture Commission website for their geographical boundaries) for the 365 grants. July grants can be anywhere within Reno city limits.
- Projects or events must present quality activities that attract citizens and visitors to the target area.
- Strengthen the awareness and involvement of all citizens in the community's cultural life.
- ♦ Administrative, programmatic and fiscal responsibility that shows the ability to perform the project or activity described.
- Organizations awarded funding must submit final reports and payment requests within 30 days of the completion of the project (see below). Failure to submit the necessary reports on time may result in denial of participation in future granting sessions, and possible forfeiture of grant funds.
- Events receiving funding from the Project Grants are not eligible for July or 365 Event Grants.
- ♦ The most important criterion is artistic quality of the organization as demonstrated through the mission of the organization and supporting materials provided with the application. Applications will also be scored on community impact and administrative and fiscal stability, but artistic quality is the largest point category in the evaluation process (see Exhibit A)

**FUNDING:** \$5,000 maximum (10% cash match)

**TIMELINE:** 365 event grants must take place between August 1, 2014 and June 30, 2015. (Event reporting must be submitted by July 30, 2015.) July event grants must take place from July 1, 2014 and July 31, 2014. (Event reporting must be submitted by August 31, 2014.)

DEADLINE: APPLICATIONS MUST BE RECEIVED BY Monday, January 6, 2014 at 4 p.m. at the McKinley Arts and Culture Center, 925 Riverside Drive, Reno, NV 89503. HANDWRITTEN OR LATE APPLICATIONS WILL NOT BE ACCEPTED, postmarks do not qualify.

If you have any questions about your eligibility, completing the application or need other assistance, please contact Peggy Nelson-Aguilar at (775) 334-2414 or Christine Fey at (775) 334-2303.

#### **GENERAL POLICIES**

- 365 events funded must take place in the Downtown River Corridor Area, Truckee River Arts and Culture District, or UNR Arts and Culture District. The July events may be anywhere within the Reno city limits. All events must be free and open to the general public, whether citizens or visitors. Events should be designed to attract the maximum number of people, as appropriate for the event and site. Funds may be used to support community festivals, special performances, exhibitions, concerts and other events.
- July or 365 Event Grants may be used for the following allowable expenses:
  - Personnel: administrative, artistic, technical and production (except for personnel whose full salary is funded by a public agency such as a governmental entity or public university or community college);
  - ◆ Artistic, production and technical fees;
  - ♦ Space rental;
  - ◆ Travel (must be directly related to the project);
  - Marketing and advertising;
  - Other operating expenses (costumes, sets, props, supplies, phone, postage, etc.).
- July or 365 Event Grants may not be used for the following:
  - Capital improvements or acquisition of equipment or property, other than incidental equipment/property rentals in support of the granted activity;
  - Projects which further the aims and programs of religious organizations;
  - Any activity in which fund raising is the primary purpose;
  - Prizes.
  - Projects, or the portions of projects, which involve touring outside of Reno;
  - Scholarships or research stipends;
  - Negotiated indirect cost rates;
  - For any portion of a match for salaries funded by a public agency such as a governmental entity or public university or community college.
- All grant funds are awarded to recipients on a reimbursement basis following the submission of a final report upon completion of project or program.
- July or 365 Event Grants may not be used for programs or projects which unlawfully discriminate against persons on the basis of race, sex, ethnic background, age, religion, sexual orientation, disabilities or familial status. The grantee's program must be accessible to persons with disabilities and a portion must be able to be seen and heard by them.
- You must provide letters from the collaborative partners.
- All grant fund recipients must comply with all pertinent local, state and federal laws, rules and regulations.
- All recipients must include the following text in publicity, programs, newsletters and/or other materials related to the program:
  - ◆ "Made possible, in part, by the support of the City of Reno"

- Organizations awarded funding must submit final reports and payment requests within 30 days of the completion of the project. Failure to submit the necessary reports on time may result in denial of participation in future granting sessions and may forfeit grant funds.
- Applicants for July or 365 Event Grants funds are encouraged to attend the Grant Panel's public hearing. The Grant Panel shall review all applications and, based on merit and available funds make funding recommendations to the Arts & Culture Commission. The Commission shall review the recommendations of the Grant Panel and either accept or amend the recommendations. The Commission shall forward its recommendations to the Reno City Council for final approval.
- The Arts & Culture Commission is subject to the Nevada Open Meeting Law and all Grant Panel meetings and deliberations are fully open to the public.
- In general, government and educational institutions may only make one application per Department.
- Governmental and educational institutions and non-arts/cultural organizations may only use
  the arts and culture portion of their programs for their organizational budget on the following
  page.
- The most important criterion is artistic quality. Applications will also be scored on community impact and administrative and fiscal stability, but artistic quality will be the largest point category in the evaluation process (See Exhibit A).
- It is to your benefit to provide supplemental material that incorporates the best production values possible, including clarity of sound and image.
  - When submitting slides or digital format images for visual arts projects, it is important to provide a cue sheet and clearly label your images.
  - When submitting DVD, CD of performance(s), it is important to provide a cue sheet of the performance(s) and to provide examples that accurately document the discipline including dated examples from performance(s). 3 minute maximum length. Full performances will not be accepted nor reviewed. Must be PC compatible.
  - Your supplemental materials should be of current or very recent programs or projects.
- The Grant Panel adheres to a time-intensive and rigorous review process. Therefore, grant fund recipients are highly discouraged from appealing to the Commission to reallocate awarded funds. The Commission will not consider change requests except in rare occasions where circumstances beyond the control of the organization precipitated a change which is not a substantive divergence from the original scope, intent and value to the Reno community of the approved grant. Note that grant funds can be retracted upon reconsideration. To make an appeal for reallocation of grant funds, please contact staff.

### Narrative: 2014-2015 July or 365 Grants

Please answer the following questions on no more than three pages. Grants must be submitted on  $8\ 1/2\ x\ 11$  sheets of white paper with standard 1" margins and size 12 point fonts. Please number the answers and submit them in order with bold headlines identifying each section. Please remember that your application will be reviewed by panelists who may not be familiar with your organization or project.

- 1. **Program description**. Include the nature of the project, people/artists involved, audience served and the number, date(s), time(s) of the event(s). Include quantifiable numbers if possible.
- 2. **Organization Mission and History:** A brief description of your organization activities for the past two years and how they relate to the proposed project. Include any notes on significant fiscal changes in this section.
- 3. **Meeting Community Needs**: How do you serve your community and how did you identify the need for this program or activity.
- 4. **Publicity and Evaluation**: How will you make the project known to the general public and your target audience? How will you evaluate the program's success? Include a copy of your evaluation form(s).
- 5. Please include current resumes of key artistic, administrative and other related personnel after the narrative.
- 6. If you are collaborating please include letters from the partners confirming their participation.
- 7. Please attach the narrative and current resumes after completed application and be sure to sign the signature page. Please provide the original signed and nine (9) copies of the application packet, 2 sided if possible.

### Application Form: 2014-2015 July or 365 Event Grants (circle which one)

For Applicant Use ALL APPLICATIONS MUST BE SUBMITTED ON THESE FORMS. Organization \_\_\_\_\_ Tax ID# E-mail address Contact Person Mailing Address \_\_\_\_\_ City \_\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Year Organization Was Founded \_\_\_\_\_\_ Incorporation Date of Organization \_\_\_\_\_ Project Title or Description \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_ New Project? Yes \_\_\_\_ No\_\_\_ Fiscal Agent (if applicable) Tax ID # Contact Person Address City \_\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Performing Arts Grant Category: Visual Arts Literary Arts □ Folk Arts Design Multi-Disciplinary \_\_\_\_\_ (\$5,000 maximum) **Grant Amount Requested** \*Organizational Budget (use 990) Last Year 12-13 Current Year 13-14 Next Year 14-15 Operating Income Operating Expenses Current Year 13-14 Estimated Attendance Last Year 12-13 Next Year 14-15

<sup>\*</sup>Please note: If your organization is not an arts organization, please include only the arts portion of your organization budget. If you have a deficit, please address this in the narrative. Also, if your fiscal activity has changed by 25% or more, please explain in your narrative.

Please fill out the following budget form to reflect the expenses and income for your project.

### ALL APPLICATIONS MUST BE SUBMITTED ON THESE FORMS.

PROPOSED PROJECT EXPENDITURES	DOLLAR AMOUNT
Personnel (name, title, salaries, wages and benefits) (employees) Provide a percentage, for each employee, of the time devoted to this event. Grant monies may not be used to support any employee whose full salary is funded by a public agency.	\$ - -
Artistic (Include who, what job and pay rate)	\$
Technical and Production (Include who, what job and pay rate)	\$
Outside Artistic Fees & Services - Provide description, rates & list individual artists, if appropriate in narrative.	\$
Outside Fees & Services, Other - Provide description, rates & list individual artists, if appropriate, in narrative.	\$
Space Rental - Identify locations(s) and rate(s) and provide cost estimate from facility.	\$
	_

PROPOSED PROJECT EXPENDITURES (CON'T)	DOLLAR AMOUNT
Travel - Must be directly related to the proposed project. Who, where and why.	\$
Marketing and Advertising - Make sure you have sufficient funds allocated to marketing.	\$
Remaining Operating Expenses - Sets, props, costumes, supplies, phone, postage, etc.	\$
TOTAL PROJECT EXPENDITURES	\$
July or 365 EVENT GRANT REQUEST	\$

REVENUE	DOLLAR AMOUNT	
<u>Private Donations</u> - Business, individual and foundation support (cash payments). Please list who and amount.		
	\$	
Applicant Cosh Funds from present and/or anticipated recourses		
Applicant Cash - Funds from present and/or anticipated resources.	- \$ -	
Other Support - List other government support (not this grant request), proceeds from fund-raisers, etc.		
	\$ _	
SUBTOTAL CASH INCOME (10% cash match minimum)	\$	
July or 365 EVENT GRANT REQUEST	\$	
TOTAL EVENT INCOME (Must equal expenditures.)	\$	

IN-KIND SUPPORT (Optional)	DOLLAR AMOUNT
You may list in-kind donations as evidence of community support if it significantly impacts your project or if you feel your application is enhanced by this information. Examples of contributions might be printing, loans of equipment, donated travel or hotel rooms, or off Use \$10/hr as the going rate for volunteers.	in-kind
	\$
	\$
	<u> </u>
	<b>\$</b>
	\$

## **EXHIBIT A**

July or 365 Grants			Panel Worksheet 2014/15			
Panelist Name:		Panelist Sig	Panelist Signature:			
Applicant Name:		Event:				
Administrative Street Make a preliminary with panel.  1. ARTISTIC QUAL to the project, and	ngth and Stability; and score after initial reviews:  ITY: Your determination merit of the project as	Fiscal Impact. Please of the grant and a sew of the grant and a sew of the applicant's and appropriate to the property of the	use the rating score follows: rtistic qualifications.	Involvement and Im ale below.  Diving discussion of the source one, ability, appropriate of the source of the sour	grant eness	
25	19	13				
Excellent Comments:	Very Good	Adequate	Poor	Inadequate		
awareness and invo expression. What	lvement of all citizens	in the community's cul nmunity impact of th	tural life, both i is project to au	address strengthening n heritage and contemp udiences, artists, other e Reno area? Numeric Score (	orary arts	
Excellent Comments:	Very Good	Adequate	Poor	Inadequate		
responsibility that o	demonstrate an ability	to perform the projec	t or activity desc	the strength, stability cribed? This includes a publicize and evaluate	clear	
	45	40			)	
20 Excellent Comments:	15 Very Good	10 Adequate	5 Poor	1 Inadequate		
	Will the grant suppore organization's mission  15  Very Good		e the applicant's 5 Poor	ability to produce a pr <u>Numeric Score (</u> 1 Inadequate	oject	
Preliminary Score (	)			Final Score (	)	